

Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



On-Line: www.bouldercolorado.gov

Phone Number: (303) 441-3070

Fax Number: (303) 441-3049

Street Address:

Mailing Address: P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1st Floor, Boulder, CO 80302

An application is required for all City of Boulder jobs.

Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.

Requisition ID:	2564
Position Code:	2283
Position End Date:	December 12, 2010 (The position is funded through this date)
Job Title:	Associate Planner
Department:	Community Planning and Sustainability
Hiring Range:	\$39,550 - \$47,450 Annually (DOQ) *
Salary Range:	\$39,550 - \$63,250 Annually *
Grade:	MGMT-C *
Work Schedule:	Full time. Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. Evening meetings required.
Application Deadline:	Thursday, February 18, 2010

***REVISED HIRING & SALARY RANGE AND GRADE**

OVERALL JOB OBJECTIVE:

Under direct supervision, to coordinate and review development applications as part of an interdepartmental review team; to respond to general inquiries from the public, to provide assistance to other staff; and to perform related duties as required.

DUTIES AND RESPONSIBILITIES:

1. Provides exceptional customer service through careful listening and understanding of customer issues, and uses personal initiative to resolve issues in a manner consistent with adopted policies, regulations and procedures.
2. Reviews and evaluates development applications, including building permits, administrative reviews, use and site reviews, subdivisions, annexations, sign permits, and sales tax licenses. Functions as case manager in an interdepartmental review team to:
 - Ensure compliance with zoning and land use regulations, other city regulations, the Boulder Valley Comprehensive Plan, and City Council goals.
 - Coordinate review by multiple city departments to ensure all deadlines are met.
 - Assist applicants to modify proposals in compliance with city standards.
 - Communicate with the interested community to provide information about applications, processes and requirements, and to receive comments about the proposed project and its impacts.
3. Analyzes and prepares information regarding development review projects:
 - Researches background information
 - Performs site visits and inspections
 - Analyzes site and landscape plans, architectural plans, floor plans, grading plans
 - Writes memos and reports to other staff, applicants, review boards, and city council
 - Presents information and recommendations in public hearings
4. Uses automated case tracking software, geographic information system applications, word processing, and spreadsheet software.
5. Continuously updates skills, knowledge of planning methods and city codes and policies
6. Other:
 - Performs related duties as required to meet the needs of the city.
 - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others,

materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.

- Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

Generally duties are listed from most to least critical or time consuming.

The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

REQUIRED MINIMUM QUALIFICATIONS:

Bachelor's degree in Urban Planning, Architecture, Landscape Architecture, or related field, plus a minimum of one year of development review, or any equivalent combination of education and/or experience. Excellent customer service skills. Excellent writing and speaking skills. Demonstrated analytical and organizational skills. Valid Colorado driver's license or obtain one within ninety days of residency. Have and maintain acceptable motor vehicle record.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:

Knowledge and understanding of the community, including its geography, politics, and laws. Knowledge of urban design and architectural design principles.

WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following: Frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines. City vehicle.

ACCOMMODATIONS:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.